



March 13, 2014

IOWA BULLETIN NO. IA360-14-9

SUBJECT: PER – MID-YEAR 2014 PROGRESS REVIEWS

ACTION REQUIRED BY: APRIL 23, 2014

PURPOSE: To provide guidance for completion of fiscal year 2014 mid-year performance progress reviews.

EXPIRATION DATE. September 30, 2015

This is a reminder that supervisors are required to meet with their employees to conduct periodic progress reviews throughout the year. National Bulletin 360-14-12, PER- Conducting Progress Reviews for Fiscal Year 2014, dated February 26, 2014, has been issued and provides important guidance that should be followed during this mid-year performance progress review process. I have been instructed to report that all employees have completed one formal progress review by April 30, 2014. In order to ensure compliance with this deadline I am requiring all NRCS employees in Iowa to have this progress review completed and documented in EmpowHR by close of business on Wednesday, April 23, 2014.

The supervisor and employee must complete the following steps:

- Review the employee's performance plan.
- Conduct the mid-year progress review with the employee, discussing their performance against the objectives and standards documented in his or her performance plan.
- Prepare a written narrative outlining the employee's accomplishments against the standards.
- The narrative should be brief and specific, including examples of performance where appropriate.
- Document comments in EmpowHR.
- Supervisor and employee confirm in EmpowHR that progress review was conducted.

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It is important that supervisors communicate with their employees verbally so that employees understand the comments entered in EmpowHR. This mid-year progress review is the minimum required. You may provide periodic reviews throughout the year as needed to verify progress toward meeting employee performance standards.

This is also an excellent time to review all employees' individual development plans and discuss their progress toward achieving their long term and short term career goals.

Note that verifying all of your mid-year progress reviews are complete means that comments and signatures from both the supervisor and employee have been entered electronically into EmpowHR prior to the April 23, 2014, deadline.

In order to assist supervisors in accomplishing this task, the Human Resources staff will send out reports to each Leadership Team member on April 16, 2014, and again on April 23, 2014, letting them know who has and who has not completed the mid-year progress review process. **It is the supervisor's responsibility to verify completion of this process. Each supervisor should be aware that Departmental Regulation, DR-4040-430, which was effective October 1, 2013, states: "...failure to meet the performance management deadlines established by the Office of Human Resources Management (OHRM) and/or the supervisor's agency or staff office should, at a minimum, preclude an element rating of Exceeds Fully Successful [for the supervisor]."**

If you have any questions, contact either your supervisor or the Human Resources staff at 515-284-4587. If your EmpowHR/ICAMS password has expired, contact your servicing Human Resource Assistant, Jill A. Clothier at jill.clothier@ia.usda.gov or Linda M. Wells at linda.wells@ia.usda.gov.

A handwritten signature in blue ink, appearing to read "Jay T. Mar".

Jay T. Mar
State Conservationist